

**Maryland State Board of Dental Examiners
Spring Grove Hospital Center • Benjamin Rush Building
55 Wade Avenue
Catonsville, Maryland 21228
(410) 402-8501**

**APPLICATION FOR
DENTAL HYGIENE LICENSURE
BY WAIVER OF PRACTICAL CLINICAL EXAMINATION**

Notice For Mailing List:

The information collected on this application form is collected for the purposes of the Board's functions under the Annotated Code of MD, Health Occupations Article, Title 4. Failure to provide the information may result in denial of your application. You have a right to inspect, amend, and request correction of this information. The Board may permit inspection of this information or make it available to others only as permitted by federal and State law. Under the Maryland Public Information Act, the Annotated Code of MD, State Government Article, §10-617, the Board may provide, for a fee, a list of licensees' names and addresses to professional associations and other entities. You may request in writing that your name be omitted from such lists.

SECTION I – GENERAL INFORMATION

Name (Last, First, Middle)	
Address of Record: (Street Address)	
City, State, Zip:	

A. Social Security Number: - -

(There is a statutory requirement that you disclose your social security number. It will be used for identification purposes only.)

B. Date of Birth: - -

C. Home Phone Number: - -

D. Work Phone Number: - -

E. E-Mail Address:

F. Licensure in other states:

List other states or jurisdiction in which you hold or have held a dental or dental hygiene license. Include license number(s).

State	License Number

SECTION II - EDUCATION

A. School of Graduation (Name, City, State, Country):

B. Date of Graduation: _____ **Degree Earned:** _____

SECTION III - EXAMINATIONS

All candidates answer A and B. Path 1 candidates answer A, B, C, and D.

A. Have you passed Parts I and II of the **National Board** Examinations? ☐ Yes ☐ No

SECTION III – EXAMINATIONS (cont'd)

B. Date of examination: _____ Location of examination: _____

C. *For Path I applicants, Regional Board* examination taken: _____

D. Date of examination: _____ Location of examination: _____

SECTION IV – EXPERIENCE

A. *Path 2 candidates only:*

☐ Yes ☐ No I have actively practiced dental hygiene for at least 150 hours during the 3 year period preceding this application for licensure. (See Guidelines for requirement to submit a notarized statement.)

SECTION V - CHARACTER AND FITNESS:

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | a. Has any licensing or disciplinary board of any jurisdiction, including Maryland, or any federal entity denied your application for licensure, reinstatement or renewal, or taken any action against your license, including but not limited to reprimand, suspension, revocation, a fine, or non judicial punishment, for an act that would be grounds for disciplinary action under Md. Code Annotated Health Occupations §4-315? |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Have any investigations or charges been brought against you or are any currently pending in any jurisdiction, including Maryland, by any licensing or disciplinary board or any federal entity? |
| <input type="checkbox"/> | <input type="checkbox"/> | c. Has your application for a dentist or dental hygiene license been withdrawn for reasons that would be grounds for disciplinary action under Md. Code Annotated Health Occupations §4-315? |
| <input type="checkbox"/> | <input type="checkbox"/> | d. Has an investigation or charge been brought against you by a hospital, related institution, or alternative health care system that would be grounds for action under Md. Code Annotated Health Occupations §4-315? |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Have you had any denial of application for privileges, failure to renew your privileges or limitation, restriction, suspension, revocation or loss in privileges in a hospital, related health care facility, or alternative health care system that would be grounds for disciplinary action under Md. Code Annotated Health Occupations §4-315? |
| <input type="checkbox"/> | <input type="checkbox"/> | f. Have you pled guilty, nolo contendere, had a conviction or receipt of probation before judgment or other diversionary disposition of any criminal act, excluding minor traffic violations? |
| <input type="checkbox"/> | <input type="checkbox"/> | g. Have you pled guilty, nolo contendere, had a conviction, or receipt of probation before judgment or other diversionary disposition for an alcohol or controlled dangerous substance offense, including but not limited to driving while under the influence of alcohol or controlled dangerous substances? |
| <input type="checkbox"/> | <input type="checkbox"/> | h. Are there any criminal charges against you in any court of law, excluding minor traffic violations? |
| <input type="checkbox"/> | <input type="checkbox"/> | i. Do you have a physical or mental condition that currently impairs your ability to practice dental hygiene? |

- ☐ ☐ j. Has the use of drugs and/or alcohol resulted in an impairment of your ability to practice your profession?
- ☐ ☐ k. Do you illegally use drugs?
- ☐ ☐ l. Have you surrendered or allowed your license to lapse while under investigation by any licensing or disciplinary board of any jurisdiction, including Maryland, or any federal entity?
- ☐ ☐ m. Have you been named as a defendant in a filing or settlement of a malpractice action?
- ☐ ☐ n. Has your employment been affected or have you voluntarily resigned from any employment, in any setting, or have you been terminated or suspended, from any hospital, related health care or other institution, or any federal entity for any disciplinary reasons or while under investigation for disciplinary reasons?
- ☐ ☐ o. Have you ever failed a state, jurisdictional, or regional dental hygiene examination for licensure?

If you answered "YES" to any question(s) in Section V – Character and Fitness, attach a separate page with a complete explanation of each occasion. Each attachment must have your name in print, signature, and date.

Release and Certification:

I hereby affirm that I have read and followed the above instructions. I hereby certify that all information in this application is accurate and correct.

I agree that the Maryland State Board of Dental Examiners (the Board) may request any information necessary to process my application for dental licensure in Maryland from any person or agency, including but not limited to postgraduate program directors, individual dentists, government agencies, the National Practitioner Data Bank, the Healthcare Integrity and Protection Data Bank, hospitals and other licensing bodies, and I agree that any person or agency may release to the Board the information requested. I also agree to sign any subsequent release for information that may be requested by the Board.

I agree that I will fully cooperate with any request for information or with any investigation related to my dental practice as a licensed dentist in the State of Maryland, including the subpoena of documents or records or the inspection of my dental practice.

During the period in which my application is being processed, I shall inform the Board within 30 days of any change to any answer I originally gave in this application, any arrest or conviction, any change of address or any action that occurs based on accusations that would be grounds for disciplinary action under the Annotated Code of Maryland, Health Occupations §4-315.

Applicant Signature

Date

NOTARY SECTION

State of _____, County of _____, Then personally appeared the above named _____, and signed and sworn to the truth of the foregoing statements in my presence.

Notary Public: _____ My Commission Expires: _____

SEAL

Dental Hygiene Licensure By Waiver of Practical Clinical Examination



Check List

Please review prior to sending your application package to the Board.

ALL CANDIDATES:

- ☐ 1. Is your application completed front and back?
☐ Did sign and have the application notarized?
- ☐ 2. Did you enclose the \$375 non-refundable fee in a check or money order made payable to the Maryland State Board of Dental Examiners?
- ☐ 3. Did you enclose one photograph, not larger than 3x3, with a notarized statement?
- ☐ 4. Did you request that an original National Board score card to be forwarded to the Board?
- ☐ 5. Did you include certified proof of your dental hygiene education, such as a copy of a diploma or a letter from the school? Does the document contain a raised seal or is on original letterhead with an original signature from the school?
- ☐ 6. Did you enclose certified letters with the state seal affixed from each state in which you hold or have ever held a license, verifying that the license is or was in good standing and that no disciplinary action has ever been taken against the license?
- ☐ 7. Did you initiate a request to the National Practitioners Data Bank to obtain a copy of your file? *Please note that your application will not be processed until the Board receives this information from the Data Bank.*
- ☐ 8. Did you include documentation of legal name change (i.e. marriage certificate) if the documents sent with the application are in another name?
- ☐ 9. Did you include certified examination scores from the North East Regional Board for the Computer Simulated Clinical Exercise (CSCE)?
- ☐ 10. If you chose to take the Maryland Jurisprudence Examination off-site, did you enclose the Jurisprudence Examination and the notarized Affidavit?

PATH 1 CANDIDATES MUST ALSO SUBMIT:

- ☐ 1. Did you enclose certified examination scores from the Central Regional Testing Service (CRDTS), the North East Regional Board (NERB), the Southern Regional Testing Agency, Inc. (SRTA) or the Western Regional Examining Board, Inc. (WREB)?

PATH 2 CANDIDATES MUST ALSO SUBMIT:

- ☐ 1. Did you enclose evidence that you were granted a license in another state after having passed a regional Board or an examination other than a regional board that is similar to the NERB examination; *and* a notarized statement attesting to at least 150 or more hours of active practice during the 3 years preceding application?

MARYLAND STATE BOARD OF DENTAL EXAMINERS
GUIDELINES FOR LICENSURE BY WAIVER OF PRACTICAL CLINICAL EXAMINATION FOR DENTAL
HYGIENISTS

The Board may not process a licensure application until each provision or requirement is met and each document is received. Please ensure that your application is complete before it is submitted.

The following criteria must be met by all candidates for licensure by waiver of practical clinical examination:

- a. Be of good moral character; and **(4-302(b))**
- b. Be at least 18 years old; and **(4-302(c))**
- c. Be a graduate of a school for dental hygienists that requires at least 2 years of education in an institution of higher education and is accredited by the American Dental Association Commission on Dental Accreditation and is approved by the Board; and **(4-302(e))**
- d. Pass Parts I and II of the National Board examination. **(Not specified in statute unless authority granted by 4-306(b)(2); 10.44.09.04A(3))**

In addition to the above criteria, applicants must meet all criteria in either path 1 or all criteria in path 2:

Path 1 Criteria

- a. Pass an examination give by the Central Regional Dental Testing Service (CRDTS), the North East Regional Board of Dental Examiners, Inc. (NERB), the Southern Regional Testing Agency, Inc. (SRTA), or the Western Regional Examining Board (WREB). A passing grade means a score of 75% in each discipline, clinical skill, procedure or knowledge area that is tested by NERB using the internal weighting and scoring methods the NERB uses to score the NERB examination; and **(4-306(B)(2)(I))**
- b. Pass the North East Regional Board Computer Simulated Clinical Examination (CSCE); and
- c. Pass the Maryland State Board of Dental Examiners Jurisprudence Examination on the dental laws and regulations in Maryland. **(4-306(B)(2)(I))**

OR

Path 2 Criteria

- a. Be currently licensed in another state by virtue of an examination; and **(4-306(E)(2)(ii); 10.44.09.02)**
- b. Have actively engaged in practicing dental hygiene for at least 150 hours during the 3 years preceding application for licensure; and **(4-306(B)(2)(II)(1) and 10.44.09.03A(1))**
- c. Pass the Maryland State Board of Dental Examiners Jurisprudence Examination on the dental laws and regulations in Maryland. **(4-306(B)(2)(I))**

To apply for licensure, submit the Application for Dental Hygiene Licensure by Waiver of Practical Clinical Examination and enclose the following with your application:
(10.44.09.04A(1); 10.44.09.04B(1))

Section I

All candidates must submit the following:

- A \$375 non-refundable fee. Additional fees may be levied by the Board for investigatory purposes. **(10.44.20)**
- A photograph, not to exceed 3 x 3 inches, with the following notarized statement: "The picture is a true photograph of me." **(10.44.09.04A(2); 10.44.09.04B(2))**
- Original National Board score card. You must contact the **National Board of Dental Examiners** at 211 E. Chicago Avenue, Suite 1846, Chicago, IL 60611 or **(312) 440-2678 or (800) 621-8099** and request that an **Original Score Card** be forwarded to the Maryland State Board of Dental Examiners at the address below. **(10.44.09.04A(3); 10.44.09.04B(3))**
- Certified proof of your dental hygiene education. Acceptable proof includes a certified **copy** of a diploma, a letter from the dental hygiene school, or official transcripts. Please do not submit your original copy. **The document must contain the raised, embossed school seal certifying its authenticity. However, letters from educational institutions on original letterhead, bearing an original signature do not require a raised, embossed school seal.** **(10.44.09.04A(4); 10.44.09.04B(4))**
- A certified letter with the state seal affixed from each state in which you hold or have ever held a license, verifying that the license is or was in good standing and that the applicant is not being investigated, does not have charges pending against the applicant's license, has not been disciplined, and has not been convicted or disciplined by a court of any state or country for an act that would be grounds for disciplinary action under Health Occupations Article, §4-315, Annotated Code of Maryland. **(10.44.09.04A(6); 10.44.09.04B(5))**
- National Practitioner Data Bank file. You must initiate a request to the **National Practitioner's Data Bank (800-767-6732)** to obtain a copy of your file or you may obtain a self-query report by visiting their website at <http://www.npdb-hipdb.com/>. You must include a copy with your application to the Maryland State Board of Dental Examiners. Your license will not be processed until this document is received. **(10.44.09.04A(7); 10.44.09.04B(7))**
- If applicable, evidence of legal name change, such as a marriage certificate or court documents. **(10.44.09.04A(8); 10.44.09.04B(8))**
- Maryland Jurisprudence Examination. All applicants for licensure in Maryland must pass the Jurisprudence Examination on the Dental Laws and Regulations of this state with a score of at least 75%. It is an open book examination and is now available online at www.dhmf.state.md.us/dental/. If you choose to complete the online examination, please also complete the Affidavit form and return both documents to the Board's office along with the Jurisprudence Examination fee of \$50.00. Applicants may also take the exam at the Board's offices Monday through Friday between the hours of 9:00 AM and 5:00 PM. You will be scheduled for the examination after your completed application is reviewed. The fee for the Jurisprudence Examination is payable by check or money order at the time of the examination. **(4-306(B)(2)(I)); 10.44.09.02)**
- NERB CSCE. All candidates must provide the North East Regional Board Computer Simulated Clinical Examination certified score report.

In addition to the requirements in Section I, Path 1 candidates must submit:

- Certified examination scores from one of the following Regional Boards: Central Regional Testing Service (CRDTS), the North East Regional Board of Dental Examiners, Inc. (NERB), the Southern Regional Testing Agency, Inc. (SRTA), or the Western Regional Examining Board, Inc. (WREB). Because all Regional Board scores (other than NERB) must, under Maryland law, be converted to the equivalent score that would have been given using the internal weighting and scoring methods of NERB, candidates must submit a detailed score sheet that contains their score breakdown by each of the examination components and by penalty deductions. Candidates will have to contact the appropriate Regional Board and request this information. **(10.44.09.04A(5))**

In addition to the requirements in Section I, Path 2 candidates must submit:

- *A notarized statement attesting to the applicant's active practice history* of at least 150 hours during the 3 years preceding application in Maryland for licensure by waiver of clinical examination. The statement must include the dates of practice, hours practiced, and location of practice. **(10.44.09.04B(6))**

MAIL APPLICATION AND SUPPORTING DOCUMENTS TO:

Maryland State Board of Dental Examiners
The Benjamin Rush Building
Spring Grove Hospital Center
55 Wade Avenue
Catonsville, MD 21228
ATTN: Licensing Unit

Rev 10/05